

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 14-116

OPEN TO:	All Interested Candidates	OPENING DATE: July 18, 2014
TITLE:	Administrative Assistant	CLOSING DATE: July 31, 2014
GRADE:	FSN-7	AGENCY: USAID
POSITION NO:	80040-031	LOCATION: ISLAMABAD
SALARY:	Rs. 1,072,858 P.A. (Starting salary)	

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Administrative Assistant for the Office of Program Management in Islamabad. The position is classified at FSN-7 grade level. The starting salary for this position is Rs. 1,072,858 per annum and the maximum range is Rs. 1,987,105 per annum, as per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES: The position is dually located in the Development Outreach & Communications (DOC) and the Project Development Divisions (PDD) in the Office of Program Management of USAID/Pakistan. The incumbent serves as administrative assistant to employees in both divisions and performs a broad range of administrative and secretarial duties. The incumbent is expected to spend half of his/ her time on activities for each division. The incumbent is responsible for coordination of tasks and correspondence for both divisions and responsible for general office management. Responsible for electronic and paper file management and also prepares notes, correspondence and other documents as needed. He/she arranges meetings, travel arrangements and perform the duties of control officer for visitors as required.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a bachelor degree (fourteen years of education) in secretarial, business studies, administration or in a related field is required.

EXPERIENCE: A minimum of two years of progressively responsible experience as an office secretary, an administrative assistant or office manager with an international organization, NGO, a large government establishment or in a legal office is required.

LANGUAGE: Level IV English (fluent proficiency) Reading/Writing/Speaking in English and Urdu is required. These may be tested during the recruitment process.

KNOWLEDGE: Must have knowledge of administrative concepts and practices. Good knowledge and understanding of procedures and regulations pertaining to general management and administration, the communications and records program, and development programs and policies is required.

ABILITIES & SKILLS: Must have proficient competency and knowledge of personal computer operations, including Microsoft Word, Excel, PowerPoint and Gmail and Google Docs. Ability to use sound judgment to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Ability to analyze office procedures, determine needs, and organize data and procedures without instruction. Ability to work under pressure to meet deadlines is also required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
9. Please note that for In-House Candidates, employee's transfer or promotion whichever is applicable will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 31, 2014

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.